

About Learning Management System

The Learning Management System is a system for conducting more effective learning using ICT. It can be used from PCs and smart devices. It is based on software called Sakai, which has been developed in a community of international universities that Hosei University also participates in.

Note

Access from smart devices may cause unexpected behavior.

Use your PC for important operations such as submitting assignments or assessment tests.

How to start and stop using the Learning Management System

1. Log in

To use the Learning Management System, use a Web browser such as Google Chrome. Start a web browser on your PC or smart device and enter the following address:

https:// hoppii.hosei.ac.jp/

From the link at the top right of the page, enter your user ID and password to authenticate.





2. Log out

Click on your username at the top right of the screen.
 Click "Log Out" to log out.

Basic structure of the screen

The screen displayed after login consists of the following three areas:

and the second se	I Y DATRANSKI Y DADRI Y	
	OYDAVILW	
& role	Nothalium servering Davies 244	Sun
Monborsto		
S Annuares	Announcements Ihoraric anothy to assignments at this leaders.	
ed Annunerment	(vicing and vice ments have the last 36) days)	
Ø ketseres -		
& Armert	There are currently no economicements at this location	
the Delive Dubert David		(A.1.1)
Enformation Partia (15 Deformation Rotes (15 Deformation (155) Deformation (155) Deformation (155) Theo Solution Press (14 regular Street	Catalon Zanazini Natis	
	1 Steeral	
	3 Privatelle	
	A Defensioner	
	2	

Classes There is a Home tab and class tabs.

Tools There are links to various tools.

Main area Input instructions, check the status, etc.

Hint If there are classes that are not displayed on the tabs, click the "Membership" to see move classes.

My Workspace mode and class mode

You can select a mode by clicking the class name tab or the Home tab.

1. My Workspace mode

Click the Home tab. You can view information on all classes and manage your personal information.

R PP		III Stas Dire		
	Workspace		Overview	Display task, timetable, and announcements.
Event Event	A Concernance of Conc	Lun	Profile Membership Resources Announcements Preferences Account	 For setting your email address, department, and field of interest. Note Entering profile information is optional. For registering for the class temporarily. For uploading and saving the report assignment files you created. Display a list of announcements. For selecting a language either Japanese or English. For checking your account information. Note For NoSSO, you need to register a password here.
			Online Bulletin Board	Access to Online Bulletin Board attached to this LMS.

2. Class mode

Click the class name tab. You can refer to and download materials, and submit assignments and tests.

H PP#		III Steel 🕕	Terr	
Chone - Recoonse	Class na	ame	Overview	Display class information, announcements, and notifications.
 Passana Passana Passana 	en elected	Distance ing Casese	Announcements	Display class announcements.
P ten a Quiner		Announcements preserve and an other start the start the start	Resources	For browsing and downloading materials.
 forums site (m) 		There are currently ins announdemence at this location	Assignments	For submitting assignments and checking returned submissions.
Organises	8		Tests & Quizzes	For taking tests and surveys.
Chine Learning Po- Chine Learning (24) Red Solitous		Nonsee Concellutive States	Clicker	Display the clicker used in class.
		biziv.ili Fancina osne	Forums	For exchanging opinions with teachers and students.
			Site Info	Display class information.
			Gradebook	For checking your grades.
				Note Instructor authorization necessary

Display the top page of each tool

You can cancel the input or inquiry and display the top page of each tool.

By moving the mouse cursor to the upper left title of each function displayed in the main area, the icon changes as shown below. After the icon changes, click the title to display the top page of each tool.

H PP#			III Shes 📗 Taro	(1
Hone V Renames I	binstrucente f v Science Broptile	11 - Se].
Protile Maniparship Resources		Taro Shiomi Falie	1	(Z
Announcements Announcements Announcements Account	My connections	Basic Information You based blied out any internation yet Contact Information	PROFILE]
Onine Bulletin Board Information Domainan)		Email no replyteral Jospi, hosi, 45,9 Receive Reminder	2 745	

① Move the mouse cursor to the title of each tool.

··Before hovering the mouse cursor

2 Confirm that the icon has changed to "

"

"

"

and click.

After hovering the mouse cursor

Hint If you click the title of each tool, the contents of the work you are performing will be initialized.
 If you want to save your work, press the Save or Update button and then display the top page.
 Note It is not recommended to use the browser's back button.

Also, do not use Learning Management System with multiple browser tabs.

法政大学 Hosei University Learning Management System

Guidebook for students(Simple manual)

Register your personal email address

By registering your personal email address, you can receive notifications on your smart device.

1		III Sites
#Home ~	Economics I v Jurisprudence I v Science I v	
Overview	My profile Connections Search Privacy Preferences	
Announcer Account Account Online Bull Information	etin Baard n Portal(PS)	
Informatio Online leas Online leas Web Syllat Hosei Univ	n Bortal SP minofCSD minofCSD 2015 erreitV. Cmail で School 総裁学部(学生) 2015 Student Information You haven't filled out any information yet Personal Information You haven't filled out any information yet	
	Email1 ichiro.seito.1a@stu.hosei.ac.jp	
0	Email2	
	Receive Reminder	
	Reject E-mail1	
	Reject E-mail2	
	 ※If you check "Reject E-mail", you will not receive any emails from "Learni Management System" and "Online Bulletin Board". ※Reminder is a notification delivered one day before the assignment deadl (if set by the teacher). If you refuse to receive e-mail addresses 1 and 2, you will not be able to receive from the reminder. 	ng ine
	Home page	
	Work phone ("-" is unnecessary)	
	Home phone ("-" is unnecessary)	
	Mobile phone ("-" is unnecessary)	
	9 simile ("-" is unnecessary)	
	Save changes Cancel	

① Click Home.

2 Click Profile.

③ "My profile" page is displayed initially.④ Move the cursor over the "Contact Information" area.

5 Click Edit.

6 Contact information can be entered.

⑦ "Email 2" can be entered. Enter your personal email address on "Email 2".

Hint "Email 1" is the address given by Hosei University.

(8) Change the checks below to suit your needs.

"Receive Reminder"

•"Reject E-mail1"

"Reject E-mail2"

Hint Reminder is a service set by instructors to notify you by email one day before the due date for submitting an assignment if you have forgotten to submit it.

Hint If you check "Reject E-mail1" or "Reject E-mail2", you will not receive any emails from "Learning Management System" and "Online Bulletin Board" to the checked address.

Click "Save changes".

■ Set personal information.

You can optionally set other information in the same way as "Contact Information". To change the picture, click the "Change picture" that appears when you move the cursor over the silhouette image.

For the items you set here, you can set the scope of disclosure to other users in Privacy. The scope of disclosure is limited by default. Other users can see the allowed items on the Connection page.

Interim registration for class

To refer to the materials uploaded by the instructor, you need to register for the class. However, at the beginning of the semester, you are not registered for the class in the system.

Therefore, the instructor explains "Interim registration". Then, you need to temporarily register for the class by yourself using the following procedure from your PC or smart device.

Note In order to register officially for classes, you need to use the Information Portal.

Note Only primary class names are displayed.

1. Interim registration for class

(1)				🏭 Sites 📔 🊺 Taro		Click Home
Home Economics I	Science I 🗸				0	Click Momborship
	MEMBERSHIP			% Link		
ofie Membership		Year :	2019 V ClassCode :	Search Clear	(3)	Click "self-registrationable class".
	self-registrationable cra		ClassName :	Search		
Preferences	Please input year, the class cod	e or the class name of the registered cl	ass, and search.			
MEMBERSHIP				Link	4	Enter ClassCode.
registrated class self-r	egistrationable class	Very i Date -	(4)	J G	F	lint Class code search is an exact
self-registrat	ionable class	Year . 2019	ClassCode AATEST	Search Clear		
					ma	atch search. Please note the case.
It is a list of a reg	istrable class.				(5)	Click Search.
Viewing 1 - 1 of :	L sites				6	The class will be displayed. If "Regist"
I< < show	20 items 🔻 >	>1			is ı	not checked, check it.
Regist ClassCod	e ClassName ≛	Instructor	Week · Period	Description	(7)	Click the Regist button.
6 AATEST	Jurisprudence I	01 教員	Tue3	学部:(<u>More</u>)		lint You can also search by class name
Fregist						
1 法政大学				₩Sites 🛛 🕕 🛲	C	Upredistration
■home マ テスト授業(「A) ~ テスト授業(副担当) ~	テスト授業(学生仮登録) > テス	ト授業(教員) 🗸		۷.	
	registrated class self-registrationable	class		% Link	(<u>1</u>)	Click Home.
😸 Membership	() d'class		Year : 2021 💌	Search Clear	(2)	Click Membership.
Announcements	Viewing 1 - 6 of 6 sites				3	If you are not on "registrated class"
Preferences Account	< show 20 items	▼ > >			pag	e, click "registrated class" tab.
 Online Bulletin Board 	Unjoin Registration Status	a ClassCode <u>ClassName_a</u> CLASSOYA00005 <u>テスト授業(TA)</u>	Instructor W 專任名001 專任姓001	leek · Period Description 学部:■■学部 (More)	4	Check the class to unregister.
Information Portal(PC) Information Portal(SP) Online learning		CLASSOYA00006 <u>テスト授業 (副担</u> 当)_	專任名001 專任姓001	学部:==学部 (More)	(5)	Click the Unioin button.
Online Syllabus Hosei University Gmail Hosei University		CLASSOYA00007 <u>テスト授業 (教</u> <u>員)</u>	教員 テスト, 太郎 野須, 一郎 鈴木, 専任名001	学部: ■ ■学部 (<u>More</u>)	0	
Official Web site	Registration	CLASSOYA00001 <u>テスト授業(学生</u> 本登録①)_	專任名001 專任姓001	学部: ■■学部 (More)		
	Registration	CLASSOYA00003 <u>テスト授業(学生</u> 本登録2)	專任名001 專任姓001	学部:■■学部 (More)		
(4)	Temporary Registratio	n CLASSOYA00004 <u>テスト授業(学生</u> 仮登録)	專任名001 專任姓001	学部:■■学部 (More)		
	173					
					6	The message "Are you sure you want
	1 (別時半)		7 ト授堂 (牧昌) X	📰 Sites 🛛 🕕 🕮	to to	union the following sites?" is displayed
Overview	MEMBERSHIP	T THE PARTY AND	and a second	⁰₀ Link		
A Profile	Confirm Change				wit	n the class name and code.
6	Are you sure you want to un	join the following sites?			7	Click the Unjoin button.
Announcements	1. テスト授業(学生仮登録)(CL	ASSOYA00004)				
	and a second second					

Use in class

1. Check various announcements

After registering for the class, you can check the various announcements on Overview page of Home.

OVE	RVIEW									
Notifica	tions concern	ning Courses					(1)	Task		
Anno (viewir	Announcements (viewing announcements from the last 365 days)						Viewing 1 - 1 o	f 1 items		
						Show 10 items				
Viev	ing 1 - 1 of	1 items						Assignment title	Due	Site
								3/1 Report	2020/03/23 14:10	Science
· sho	w 10 items									
Subje	ect		Saved By			Site				
2/25	Remarks		Sakai Administ	trator			(3)	Annuncements from the U	ilvarsity.	
2/25	Remarks		Sakai Administ	trator			3	Announcements from the Ur Options Scheduled System Mainte	iversity	
2/25	Remarks		Sakai Administ	trator			3 % Link	Announcements from the Ur Options Scheduled System Mainte Due to a scheduled system following time periods.	iversity nance maintenace, some of our services are not	t available during !
2/25	Remarks ele Sun	Mon	Sakai Administ Tue	Wed	Thu	Fri	3 % Link Sat	Announcements from the Ur Options Scheduled System Maintee Due to a scheduled system fellowing time periods. 9:00pm on Sunday, January	iversity nance maintenace, some of our services are not r 19 to 7:00am on Monday, January 20	t available during
2/25	Remarks de Sun	Mon Science I Economics	Sakai Administ	Wed	Thu	Fri	3 % Link Sat	Announcements from the Ur Options Scheduled System Mainte Due to a scheduled System following time periods. 9:00pm on Sunday, January	iversity nance maintenace, some of our services are not 19 to 7:00am on Monday, January 20	t available during
2/25	Remarks ele Sun	Mon Science I Economics I	Sakai Administ	Wed	Thu	Fri	3 % Link Sat	Announcements from the Ur Options Scheduled System Mainte Due to a scheduled system following time periods. 9:00pm on Sunday, January	iversity mance maintenace, some of our services are not 19 to 7:00em on Monday, January 20	t available during
2/25 1 1 1 2 3	Remarks	Mon Science I Economics I	Sakai Administ	Wed	Thu	Fri	3 % Link Sat	Announcements from the Un Options Scheduled System Mainte Due to a scheduled system following time periods. 9:00pm on Sunday, January	Iversity mance maintenace, some of our services are not 19 to 7:00am on Monday, January 20	t available during
2/25 1 1 1 1 2 3 4	Remarks	Mon Science I Economics I	Sakai Administ	Wed	Thu	Fri	3 % Link Sat	Announcements from the Un Options Scheduled System Maintee Due to a scheduled system following time periods. 9:00pm on Sunday, January	iversity nance maintenace, some of our services are not y 19 to 7:00em on Monday, January 20	ε available during
2/25 1 1 1 2 3 4 5	Remarks	Mon Science I Economics 1	Sakai Administ	Wed	Thu	Fri	3	Announcements from the Un Options Scheduled System Mainte Due to a scheduled System fellowing time periods. 9:00pm on Sunday, January	Nversity mance I 19 to 7:00am on Monday, January 20	t available during

1) Task

•The assignments are displayed.

•Click the title of each assignment to display the Assignments page.

Timetable

•The class names are displayed.

•Click the class name in the timetable to display the class page.

 $\ensuremath{\textcircled{}}$ 3 Announcements from the LMS System

•The messages are about the system.

④ Notifications concerning Courses

•All announcements posted in the registered classes are displayed.

 $\boldsymbol{\cdot} \text{Click}$ the subject to see details.

Hint You can also check "Notifications concerning Courses" on "Announcements" page for each class.

2. Download materials

When the class starts, various instructions are given by the instructor in charge of the class. On the "Resources" page, you can refer to class materials, resumes, etc. and save them on your PC.

	i)			Site	* U
Home V Science I	Junsprudence I v Economics I	Ÿ			
0					% Lin
	Site Resources Transfer Files				
Resources	All site files - / Science I Resour	ces			
Tests & Quizzes	Сору			Dis	olay Columns
[dt] Clicker	✓ □ <u>Title ∧</u>	Access	Created By	Modified	Size
Sorums	Science I Resources	Actions -			
Site Info	Class 1	Actions - Entire site	Sakai Administrat	or 2020/03/16 14:27	1 item
Gradebook	Class 2	Actions - Entire site	Sakai Administrat	or 2020/03/16 14:27	1 item
Information (Actions - Entire site	Sakai Administrat	or 2020/03/16 14:29	4 bytes
<u>Title</u>	<u>×</u>	Acc	ess	Created By	
					-
Scie	ince I Resources	Actions -			
	S Open / close	folder 🔋 Ent	ire site	Sakai Administrato	or
	<u>Class 1 text</u>	Actions - Ent	ire site	Sakai Administrato	or
	Click the fo	older link to di	splay th	e target folde	er
	hs				
		c Class			
All site files -		5 01055 C			
All site files -					
All site files -	Click the li	nk at the top	to view	the original f	older
All site files - Copy	Click the li	nk at the top	to view	the original f	older
All site files - Copy Copy Title Copy	Click the li	nk at the top Access	to view	the original f	older

- ① Select a class.
- Click Resources.

Click the file you want to download.
 The download starts.

Note The file is saved in the download folder set in the browser.

Hint By clicking the folder icon, you can switch between opening () and closing () the contents of the folder.

Hint Click the folder link to display only the target folder. To view the original folder, click the class name link at the top of the page. ✓ 法政大学 Hosei University Learning Management System

Guidebook for students(Simple manual)

3. Submit assignments

Submit your assignments on the Assignments page. The submission type is specified as inline only, attachments only, or both.

Note Please submit your assignments related to your grades using a PC.





We assignment is submitted and you will receive an email for confirmation.

Hint You will also receive a confirmation email at the address registered in "Email (Mobile)" of your Profile.

(1) Click "Back to list" to return to the assignment list page. (法政大学 Hosei University Learning Management System

Guidebook for students(Simple manual)

4. Take tests / surveys

If you are instructed by the instructor to take a test or survey, you can do it in the Tests & Quizzes.

Note Please take the tests / surveys related to your grades using a PC.

	(1) Select a class.
#Home v Science I v Jurisprudence I v Economics I v	② Click Tests & Quizzes.
E Overview SESTS & QUIZZES	Click the title of the assessment to take
Assessments	
Take an Assessment	
Lat Ci The assessments listed below are currently available for you to take. To begin, click on the assessment title. Tife • Time Limit • Due Date/Time	
Re Forums no no no	
Gradebook You have not yet submitted any assessments.	
a pp//	④ The title and description are displayed.
WHome V Solarize V Junsprudence I V Economics I V	5 Click "Begin Assessment".
Contraction Contracti	-
Begin Assessment	
Image:	
Forums You can submit this assessment an unlimited number of times. Answers from previous attempts will not be available within the assessment during subsequent attempts. Your highest score will be recorded.	
	6 The first question is displayed
WHome v Science I v Jurisprudence I v Economics I v	
E Overview TESTS & QUIZZES	⑦ Answer the question. The figure on the
Phrases	left is an example of a Multiple Choice.
Assignments	
Y Tests & Quizzes Part 1 of 1 -	Click Novt
Forur 6 √ 7 P	
Four 6 7 Select the correct meaning of "Arigato".	Info Save···Save the answer.
Forur C C Select the correct meaning of "Arigato". Gradebook Information Portal(PC) C A. Hello	Info Save···Save the answer.
Forul Select the correct meaning of "Arigato". Gradebook Information Portal(E) Information Portal(E) Gradebook G	InfoSave · · · Save the answer.InfoExit · · · Exit from assessment.
Forul Select the correct meaning of "Arigato". Gridebook Gridebook A. Hello Information Portal(SP) Online learning(SP) Online learning(SP)	Info Save···Save the answer. Info Exit···Exit from assessment.
 Four Sout flag Sout flag Sout flag Select the correct meaning of "Arigato". A. Hello Information Portal (SP) Online Learning (SP) C. Thank you D. Bye Beset Selection 	Info Save···Save the answer. Info Exit···Exit from assessment.
Forul Select the correct meaning of "Arigato". Gradebook Information Portal(EC) Information Portal(EC) Online Learning(EC) Online Learning(EC)	Info Save···Save the answer. Info Exit···Exit from assessment.
Select the correct meaning of "Arigato". Gredebook Information Portal(SP) Online Learning(SP) Web Syllabus Hose University Gmail Borry O. Thank you D. Bye Reset Selection Borry Save / Exit	Info Save···Save the answer. Info Exit···Exit from assessment.

Hint Press the "Exit" button to save the answer and interrupt the assessment. If you retake the assessment later, you can resume from the saved answer. It will not be graded just to save the answer. When you have completed all the answers, do not forget to submit.

Happ#			🗄 Sites 📔 🌔 Taro	The second question is displayed
Home V Science I	Jurisprudence I 🗸 Economics I 🗸			9 The second question is displayed.
E Overview	TESTS & QUIZZES		% Link	① Answer the question. The figure on the
Announcements Resources Assignments	Phrases Table of Contents	Click "Question Progress to check the progress.	Progress A	left is an example of a "Fill in the Blank".
Tests & Quizzes	Part 1 of 1 -	20 Points	▲ Question	Finally, click "Submit for Grading".
For For	Fill in the following blank correctly.			Question Progress
Information Portal(PC) Information Portal(PC) Online.learning(PC) Online.learning(SP) Web Syllabus Hosei University.Gmail	Previous Next	tone for Gudag		Answere Questions Image: Answere Question(s) Image: Qu

法政大学 Hosei University Learning Management System

Guidebook for students(Simple manual)

			ites 📔 🊺 Taro	① The confirmation page is displayed.
Home V Science I V	Jurisprudence I 🗸 Econor	nics I 🗸	A	③ Click "Submit for Grading" again.
I Overview	TESTS & QUIZZES		% Link	
F3 Ann Re Image: Constraint of the second s	Assessment Submissio You are about to submit the Click Submit for Grading Otherwise, click Previous to Course Name Sakai Admin Assessment Titlephrases Submit for Grading Previous	on Warning is assessment for grading. If you really want to submit for grading. is or return to the previous screen. istrator		
			iites 🛛 🕕 Taro	(4) The assessment is submitted.
		inits i V	(income and income and	① Click Continue to and the accomment
Announcements	(TESTS & QUIZZES		% Link	
Re Ass	Submission Phrases			
Litt Cicker	Course Name	Science I		
Sorums	Creator	Sakai Administrator		
🔅 Site Info	Assessment Title	Phrases		
Gradebook	Number of submissions remaining	Unlimited		
Information Portal(PC) Information Portal(SP) Online Jearning(PC)	Confirmation Number	7-8-352dba3c-28cc-43d6-a7e9-666e5cf32612-Mon Mar 16 16:23:54 JST 2020		
Online learning(SP) Web Syllabus	Submitted	03/16/2020 16:23:54		
Lioser onliversity Giriali	You will receive an email recei	pt for this submission.		
(15)	Centinue			

5. Use clicker

Some instructors use Clicker during class. Follow the steps below to open Clicker on a PC or smart device. Select the appropriate number based on the instructor's instructions. You can select multiple times within the time limit, and the last selected number will take effect.



- ① Select a class.
- ② Click Clicker.

③ Click the number while viewing the question presented by the instructor.



Forums

On the Forums page, you can freely discuss with the instructor and other students by posting or replying to the thread on the topic set by the instructor.

1. Create a new conversation

	<u>1</u>	🇱 Sites 📔 🅕 Taro	1	Select a class.
Home V Science	Jurisprudence I v Economics I v		(2)	Click Forums.
I Overview	FORUMS	% Link	0	Click the tenie to neet your measure
Nnouncements	Forums / Science I Forums		3	Click the topic to post your message.
Resources	Science I Forums			
Assignments	Created on: Feb 13, 2020 14:46			
Forums	General Discussion Created on: Feb 13, 2, 45			
Site S				
Happ#		III Sites 🛛 🕕 Taro	4	Click "Start a New Conversation".
AHome ∨ Science I	Jurisprudence I Economics I			
I Overview	FORUMS Start & New Conversion Direlay Mercano Contrat	% Link		
Resou	For the Vision of Control of Cont	< Previous Topic Next Topic >		
Assignments		Crickou lone Treat oper		
🕑 Tests & Quizzes	General Discussion			
Litil Clicker	There are no memory sorted			
Site Info	There are no messages posted.			
			(5)	Enter a title for your message.
Happ#		III Sites 🛛 🌖 Taro	۵	Entor your moscogo
Home V Science I V Ju	urisprudence I v Economics I v		0	Linter your message.
Overview	FORUMS	% Link	(7)	Click Post button.
Resources	tart a Conversation			
Assignments	Science I Forums / General Discussion View Full Description			
Lat Clicker				
Site Info	Required items marked with *			
	Title			
	essage 급 Word Count: ? 의 가-지 미 ː 시 미 미 미 미 미 이 · · · · 이 다 행 뿐 죠			
Online learning(SP) Web Syllabus Hosei University Gmail	분 태 는 표 가 있 B. J. U. S.X. 와 는 는 는 는 네 또, ㅎㅎ ㅎ ㅎ ㅎ ㅎ ㅎ ㅎ ㅎ ㅎ ㅎ ㅎ ㅎ ㅎ ㅎ ㅎ ㅎ ㅎ ㅎ			
	スタイル - 弐二 - フォント - サイズ - <u>A</u> - 四一) 米 語			
6				
	単語数: 0. 文字数 (HTMLのグを急行): 01000000 /			
At	ttachments			
Γ	No attachments yet			
	Add attachments			
	Ref. Cancel	* 2		
	5			
Happ#		🏙 Sites 🛛 🌔 Taro	(8)	A new conversation is created.
Home V Science I	V Jurisprudence I V Economics I V			
E Overview	Sector Forums	& Link		
Announcements	Start a New Conversation Display Message Content			
Assignments	Forums / Science I Forums / General Discussion 🗊	< Previous Topic Next Topic >		
Tests & Quizzes	General Discussion			
Lill Clicker				
Porupas	Conversation Authored By	Date		
Site 8	Hello 0 unread of 1 message Taro Shiomi (19A0001)	Mar 16, 2020 17:16		
Information Portal(PC)				
Information Portal(SP) Online learning(PC)		< Previous Topic Next Topic >		
		- 9 -		

Hosei University Learning Management System

法政大学

Guidebook for students(Simple manual)



Customize class tabs

If you take many classes, they will be displayed as class tabs. To make it easier to use, you can display only the frequently used classes, and change the order of them.

1. Show / hide class tabs



1 Click the Sites link at the top right.

 If the Sites tab is not selected, click the Sites tab.

③ Click the star (★) of the class you want to hide.

④ The star of the class you want to hide turns colorless.

⑤ Click the "x" button at the top right.

Hint The setting will be reflected by clicking the browser screen other than the window instead of the "x" button.

⁽⁶⁾ When "Reload to see your updated favorite sites" is displayed, click Reload.

 $\ensuremath{\textcircled{}}$ The class tab you set is hidden.

HintIf you want to redisplay the class tab, follow the same procedure to restore the star (★).You can see the classes you have hidden from the Membership page in Home tab.

Hint By clicking "v" on the right of the class tab, you can open the page of each tool directly.



2. Reorder class tabs

Konce v Economics I v Science I v Jurisprudence I v	1 Taro	 Click the Sites link at the top right.
	Preferences * Automatically add new states to your favorites bar: In Off	 ② Click the "Organize Favorites" tab. ③ Drag the "≡" icon on the right of the class whose order you want to change. Hint "Drag" is the operation of moving the mouse while holding down the button.
Werview OVERVIEW Overview OVERVIEW Intoline Neoffications concorring Membership Announcements Announcements Announcements Preferences There are current Account There are current	Vertification of the second se	 ④ Drop it where you want. Hint "Drop" is the operation of releasing the button while dragging.
Iteme Conomics I Science I Iteme Overvlew Overvlew Overvlew Overvlew Organize Favorites (3) Announcements Science I Science I Announcements Science I Science I Preferences Science I Science I	Automatically add new sites to your favorites bar: Im Off	 ⑤ Check the changed order. ⑥ Click the "x" button at the top right. Hint The setting will be reflected by clicking the browser screen other than the window instead of the "x" button. ⑦ When "Reload to see your updated fa-
Conomics 1 v Jurisprudence 1 v Report to see your updated favorite sites	₩ Sites ● Taro	 8 The order of the class tabs is changed.

Inquiries about The Learning Management System are accepted on the following website. (Japanese Only) https://info.hosei-kyoiku.jp/lms_toiawase/

Ver. 2021/12/3